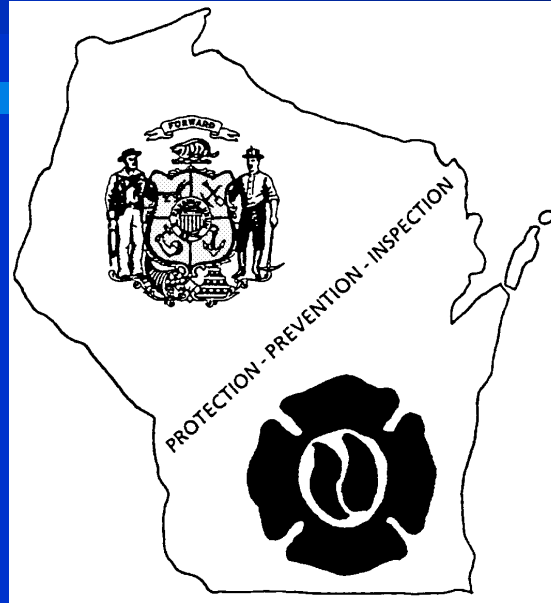




# Welcome to NFIRS



WI Fire Prevention Program

WI Department of Safety & Professional Services

## National Fire Incident Reporting System



# National Fire Incident Reporting

## What Do I Report?

- Minimum: All building fires, within 60 days of incident.
- Recommend: Report all incidents to capture data for grant writing and establishing trends in community.



# National Fire Incident Reporting

- ◆ **Wisconsin Statistical Highlights**
  - Departments reporting - 705 (81.8%)
  - Invalid reports – 7,523 (5.9%)
  - **Total 2015 calls – 274,727**
    - ◆ Fires – 14,221 – (5.2%)
    - ◆ Rescue – 185,153 (67.4%)
    - ◆ False calls – 27,938 (10.2%)
    - ◆ All other, Good intent – 30,082 (17.2%)



# How Do I Access NFIRS?

All users need a **NFIRS** *username and password*

- **Accounts:** *created and authorized by the state*
- **Username:** *not case sensitive.*
- **Password:** *Case sensitive, minimum of eight characters with at least one number and one special character.*
- **Password:** *required to be changed every 90 days.*
- **All users must** *login to NFIRS at least once every 45 days* or the account will become *inactive.*

***NFIRS Website:*** [www.nfirs.fema.gov](http://www.nfirs.fema.gov)



# How Do I Access NFIRS?

– Password Reset:

[dspslSnfirs@wisconsin.gov](mailto:dspslSnfirs@wisconsin.gov)

*NFIRS Website:* [www.nfirs.fema.gov](http://www.nfirs.fema.gov)



# NFIRS 5.0 Modules

## Module Use Driven By Incident Type....

REQ'D

Module 1 *Basic (all Incidents)*

Module 2 *Fire (all Fires)*

Module 3 *Structure (all Structure fires, in-addition to Fire module)*

Module 4 *Civilian Casualty (when casualty occurs)*

Module 5 *Fire Service Casualty (all casualties)*



# NFIRS 1 - Basic Module



- is completed for every incident



# Basic Module – Incident Type

Identifies the single most significant situation found  
(what you found when you got there, not what  
you were dispatched to)

- Includes codes for all types of incidents handled by fire service agencies
- Fire takes precedence over all other incident types (if multiple situations exist at the same incident)

<b>C</b>	<b>Incident Type</b> ★
	<div style="border-bottom: 1px solid black; width: 100%; height: 20px;"></div>
	Incident Type





# **Basic Module** – Incident Type Categories

<b>Fires</b> <b>111 - 173</b>	<b>Ruptures</b> <b>Explosions</b> <b>211 - 251</b>	<b>Medical</b> <b>Rescue</b> <b>311 - 381</b>	<b>Hazard</b> <b>Spills Leaks</b> <b>CO calls</b> <b>411 - 482</b>
<b>Service</b> <b>Calls</b> <b>511 - 571</b>	<b>Good Intent</b> <b>Controlled</b> <b>Burns</b> <b>611 - 671</b>	<b>False Alarm</b> <b>Bomb Scare</b> <b>CO Alarms</b> <b>711 - 746</b>	<b>Weather</b> <b>Disasters</b> <b>811 - 815</b>



# Basic Module – Fire Incident Type

<b>Structure</b> <b>111</b> 	<b>Silos</b> <b>Bridges</b> <b>112</b> 	<b>Confined Cooking</b> <b>113</b> 	<b>Confined Chimney</b> <b>114</b> 
<b>Confined Trash</b> <b>118</b> 	<b>Mobile Home Residence</b> <b>121</b> 	<b>Modular Building</b> <b>123</b> 	<b>Vehicles</b> <b>131</b> 
<b>Motor Home Camper</b> <b>136 - 137</b> 	<b>Mulch</b> <b>140</b> 	<b>Natural Vegetation</b> <b>141 - 143</b> 	<b>Trash</b> <b>150</b> <b>151</b> 
<b>Dumpster</b> <b>154</b> 	 <b>Grills</b> <b>Fence</b> <b>162</b>	<b>Mailbox</b> <b>164</b> 	<b>Crops &amp; Orchards</b> <b>171-173</b> 

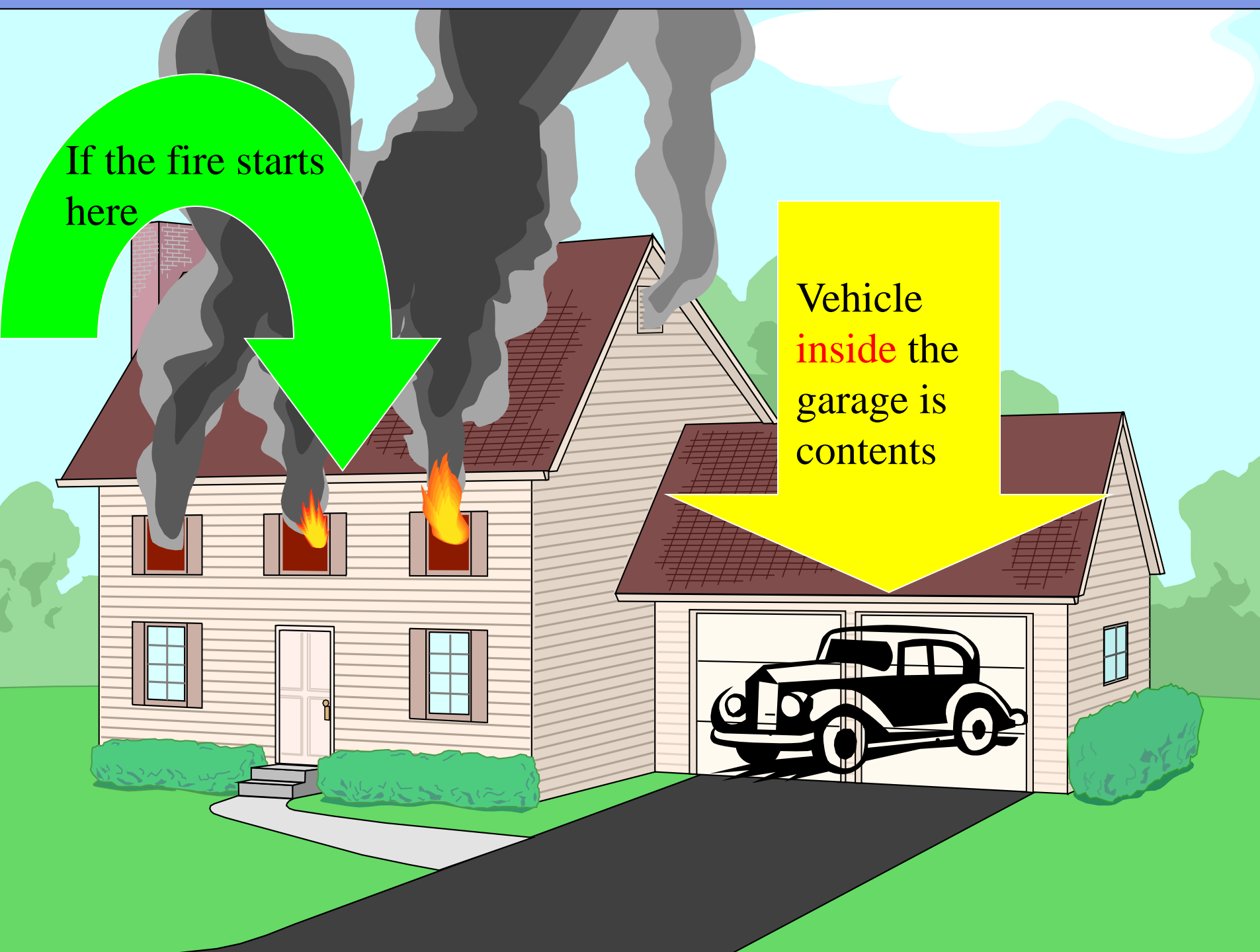


# EXPOSURES

- ◆ An exposure to the original incident is any property of value not connected to the structure of origin.
- ◆ A house fire that spreads to a car in the driveway is a structure fire with the vehicle being exposure 001
- ◆ A house fire that damages a car in the garage is a structure fire with the car considered contents.

If the fire starts  
here

Vehicle  
**inside** the  
garage is  
contents



A cartoon illustration of a two-story house with a brown roof and tan siding. Three windows on the second floor are on fire, with bright orange flames and thick black smoke rising from them. A large green arrow points from the text 'If the fire starts here' to the middle window. A red car is parked in the driveway in front of a two-car garage. A yellow arrow points from the text 'A vehicle Outside that is damaged becomes an EXPOSURE' to the red car. The background shows a blue sky with white clouds and green bushes.

If the fire starts  
here

A vehicle  
**Outside** that  
is damaged  
becomes an  
**EXPOSURE**



# Basic Module – Mutual Aid

- **“Aid given”** applies when you respond to aid another fire department  
Giving Mutual Aid means actually arriving on the scene, participating in the incident or staging.
- ◆ **“Aid received”** applies when you receive aid from another fire department  
If you are receiving Mutual Aid, you may include the giving department's apparatus & personnel in your totals
- ◆ **You MUST list the department receiving aid from your department**  
Other department's FDID numbers are given on the web  
(<http://dsps.wi.gov/SB/SB-FirePrevention-FireDepartments.html>)



# **Basic Module – Dollar Loss**

**\$ Dollar Loss is an Estimate \$**

**There are several methods of calculating Dollar Loss:**

- ◆ **Ask a contractor the replacement value**
- ◆ **Contact the Insurance Agent**
- ◆ **Check with the homeowner**
- ◆ **County auditor's website**

# Basic Module – Vehicle Fire

 Incident Type 130 - 138

 Action Taken

 Specific Use ( 900 series )

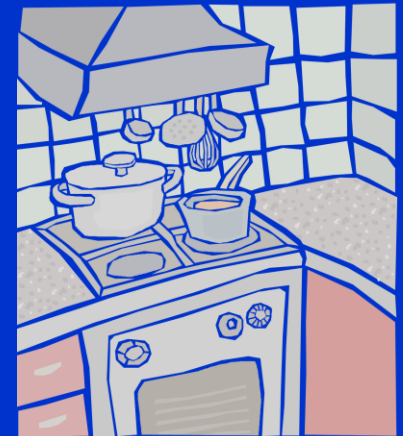
 Vehicle Information





# Basic Module – Cooking Fire

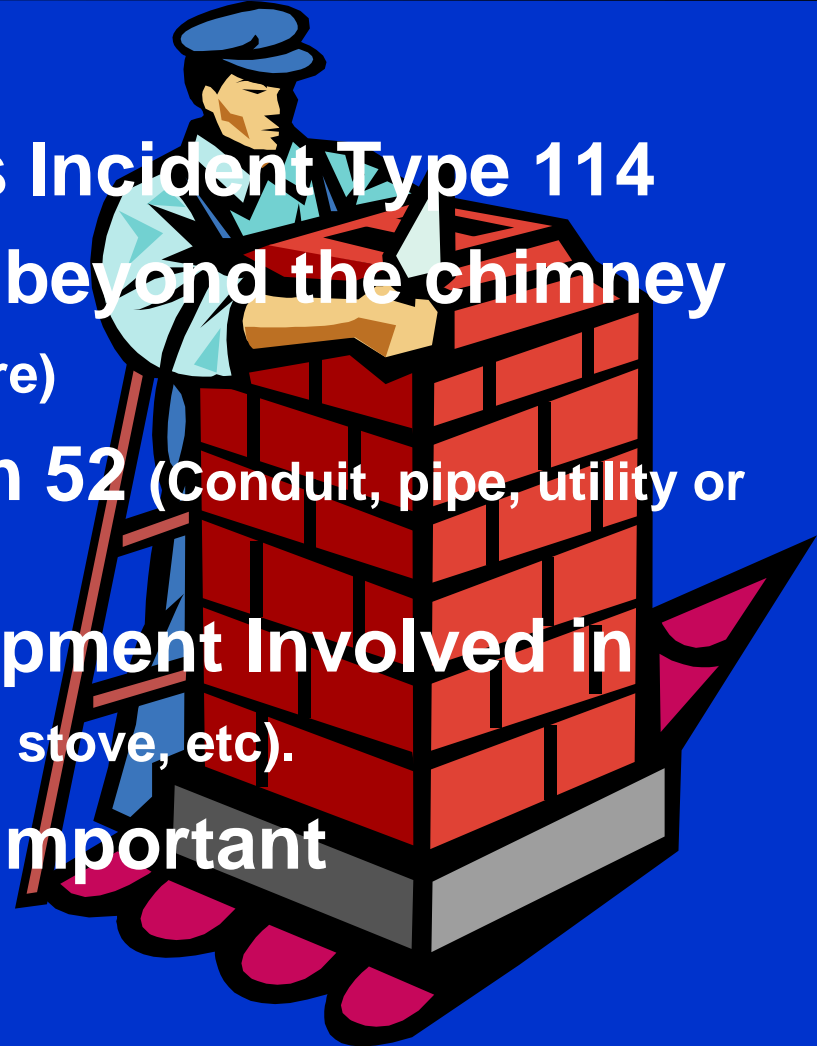
- ◆ Contained cooking fire is Incident Type 113  
(fire module NOT required for NFIRS)
- ◆ A cooking fire that extends beyond the stove would be Incident Type 111 (Building fire).
- ◆ Area of Origin 24 (Cooking area, kitchen)
- ◆ Equipment Involved in Ignition:  
Range (646) or Oven (645)
- Make & model are only important IF the equipment failed to operate properly.





# Basic Module – Chimney Fire

- ◆ A contained chimney fire is Incident Type 114
- ◆ If the chimney fire spreads beyond the chimney - Incident Type 111 (Building fire)
- ◆ Fire module - Area of Origin 52 (Conduit, pipe, utility or ventilation shaft).
- ◆ Be sure to include the Equipment Involved in Ignition; (chimney, fireplace, wood stove, etc).
- ◆ Dollar loss & narrative are important





# Basic Module – Dryer Fire



- ◆ Incident Type Code **111**
- ◆ Equipment Involved  
in Ignition **811** (Clothes dryer)
- Heat Source **11, 12 or 13**  
(Spark, ember or flame, radiated,  
conducted heat, arching from operating  
equipment)



# Basic Module – Dumpster Fire



Incident Type 154

Property / Specific  
Use: 900 Outside  
series



# Basic Module – Mulch Fire



- ◆ In order to track this type of fire we need to be consistent in coding
- ◆ Incident Type 140
- ◆ Specific Use 931–965
- ◆ Area of origin 90-94
- ◆ Items 1<sup>st</sup> ignited 44
- ◆ Type of material 1<sup>st</sup> ignited 61
- ◆ Dollar loss



# Basic Module – Utility Poles

- ◆ Incident Type 162
- ◆ Even if the fire department does not extinguish the fire, it is still reported as Incident Type 162



Remember to include Equipment Involved  
in Ignition



# Outdoor Toilet (Privy)

- ◆ A favorite target of juvenile fire setters
- ◆ Incident Type 112
  - ◆ (Fire in structure other than in a building)
- ◆ Specific Use 926
  - ◆ (Outbuilding, protective shelter)
- ◆ Area of origin 25
  - ◆ (Bathroom, lavatory, locker room)
- ◆ Remember dollar loss \$\$\$
- ◆ Arson or juvenile?





# Basic Module – Action Taken



At least one Action Taken is required.

If you have extinguished a fire, 11 (extinguished) should be at the top of the list.

You can enter as many actions as you would like but only the top 3 are sent to the Fire Prevention Program & USFA.





# Basic Module – Property Use Code

- ◆ Required field
- ◆ Vehicle fires do not usually start in the residence (419) but rather in the garage (881 or 882) or in a residential driveway (962), street (961), or parking lot (965)
- ◆ 419 should ONLY be used for residential structure fires



# Basic Module – Narrative

- Always try to complete a narrative for the report. Whenever questions arise on reports, narratives can help recall details of the incident.
- All structure fire reports must include an estimated age of the building. Please note the age prior to your narrative. \*\*\* Age of building51 \*\*\* or \*\*\* Building constructed, 1951 \*\*\*
- **Firehouse** users and other vendors that offer this feature: Please do not use the “auto-generate” feature on the narrative.
- Always put the narrative “in your own words.”



# NFIRS 2 - Fire Module



- required for all fires that extend beyond container



# NFIRS 3 - Structure Fire Module



- is used for fires involving buildings



# NFIRS 4 - Civilian Fire Casualty Module



- Captures data regarding civilian casualties resulting from a fire



# NFIRS 5 - Fire Service Casualty Module



- Used to report injuries, deaths or exposures to fire service personnel





# NFIRS 5.0 - Optional Modules

Module Use Primarily Driven By Incident Type....

Module 6 *EMS*

Module 7 *HazMat*

Module 8 *Wildland*

Module 9 *Apparatus Personnel*

Module 10 *Arson*



# NFIRS 6 - EMS Module

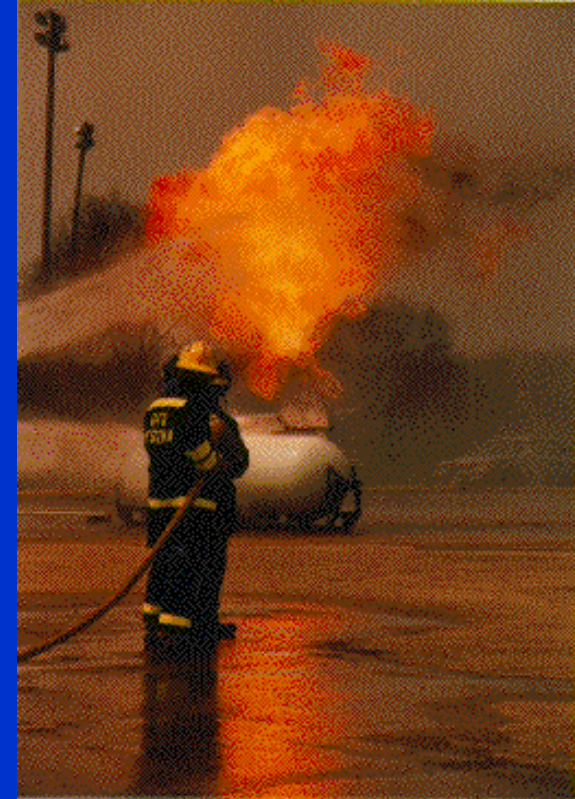


- ♦ gathers data relating to provision of emergency medical care





# NFIRS 7 - HazMat Module



- ♦ used to document **REPORTABLE** Hazardous Materials Incidents



# NFIRS 8 - Wildland Fire Module



- ♦ Used to document reportable wildland fires



# NFIRS 9 - Apparatus/Personnel Module

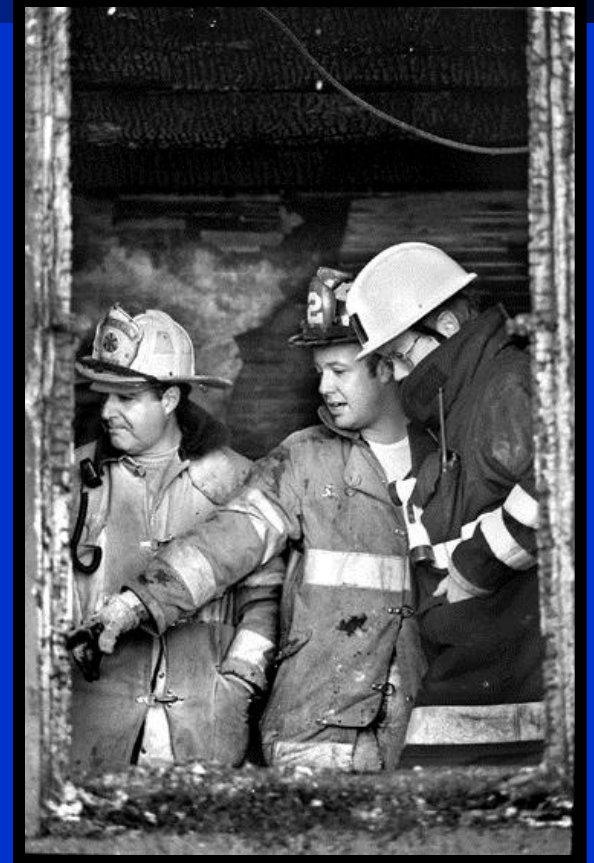


- Used as a local option to identify the apparatus and personnel sent to an incident





# NFIRS 10 - Arson Module



- ♦ May be used whenever the Cause of Ignition is coded as “intentional”

# **Fire Module – Arson/Suspicious**

- ◆ **Cause of Ignition**

- ◆ All 3 codes can be used to indicate Arson/Suspicious

- ◆ (1) Intentional
- ◆ (5) Under Investigation
- ◆ (U) Cause undetermined after Investigation

# **Children Playing with heat source is an important statistic**

To track this information specifically use the  
following **3** fields:

1. Heat Source = be specific was it a lighter, candle, stove?
2. Factors Contributing to Ignition Codes = **19**
3. Human factors contributing to Ignition = **7**  
and then list their **AGE**





# Elements of Good Data

- ◆ Correct codes
- ◆ Dollar Loss
- ◆ Fire Casualties
- ◆ Narrative





# Unknown/Under Investigation

- ◆ Everything is NOT Unknown
- ◆ If “Unknown” or “Under Investigation” is used, go back and update the report when the investigation is completed.
- ◆ *Vendor Users:* Remember to include updated reports in your export.





# National Fire Incident Reporting

**How Do I Report?**



# How Do I Report?

## DEBI – *Data Entry Browser Interface*

- DEBI allows *FREE* reporting from *any computer with internet access* without having to download any software. (Same modules and is structured similar to the data entry tool, but with the ease of access from almost anywhere).
- *Click on "Web-based Tools"* from the NFIRS website. From Web-based Tools, *click on "Report Incidents (DEBI)"* on the left-side menu.



# How Do I Report?

## *NFIRS Software – Client Data Entry Tool*

- *Free* downloadable software from NFIRS
- Must complete a work-around for compatibility with newer operating systems (*Windows Vista or newer*).

## *Private Vendor Software* (such as Firehouse, Image Trend, FirePrograms, Emergency Reporting, Fire Station ProPhoenix , etc.)

- NFIRS website provides a listing of the *approved vendor software* if you would rather purchase a system for your reporting needs.



# How Do I Report?

## *Image Trend – Wisconsin version*

- **2% Dues funded** web based software provided by WI Dept of Safety & Professional Services for reporting incidents. <https://www.wifirebridge.com/>
- Fire Department administrative modules included:
  - **Enter/Track**: Staff, Apparatus, Activities, Training, Inventory, Fire Shifts
  - **Create**: Checklists, Reports,
  - **Record**: Inspections, Locations, Occupants, Hydrants
  - **Upload**: Documents



# How Does My Information Get Saved Into NFIRS?

If using NFIRS DEBI or the NFIRS Data Entry Tool, *after the incident is saved*, the incident is part of the NFIRS database.

If using Vendor Software, the *data must be imported into NFIRS* to become part of the database. (Bulk Import Utility)



# What If There Are No Incidents?

For those months when the department has no incidents at all, a **"No Activity"** report should be completed.

- Start an incident report - key information
- Give a date, ***generally the last day of the month***
- Create an ***incident number that doesn't interfere with your fire reports numbering sequence***
- Check the box - ***"No Activity"***
- Save the incident
- Close the report



# What If There Are No Incidents?

- Only one “No Activity” report per department per month (do not report after each shift)
- This allows you to sign-in, keeping your account active, and gives anyone looking at your reports the knowledge that there were no incidents to report rather than allowing the thought that a department isn't current in their reporting.



# National Fire Incident Reporting

**Using Data:  
Summary Output  
Reports Tool (SORT)**





# Summary Output Reports Tool (SORT)

## Currently 23 Available Reports

- ◆ Each report includes a description and a sample of what the completed report will look like
- ◆ Most NFIRS reports are now available in multiple formats: Word, Excel, pdf, and html.

**Website:** <http://www.nfirs.fema.gov/NFIRSWebTools/welcome.do>



# Summary Output Reports Tool (SORT)

- ◆ Choose a report from the “Available Reports” menu
- ◆ When completing the parameters, be sure to change the *Incident Status* and *Release Status* to *All*. Choose Generate Report.
- ◆ An e-mail will be sent to let you know when the report is available, generally within 20 minutes unless it is for an extra large date range.

**Website:** <http://www.nfirs.fema.gov/NFIRSWebTools/welcome.do>



# Summary Output Reports Tool (SORT)

- ◆ **Requested Reports** will list the status of all reports requested
- ◆ **Completed reports** will be found under Completed Reports and Requested Reports
- ◆ Once completed, a report can be viewed or saved

**Website:** <http://www.nfirs.fema.gov/NFIRSWebTools/welcome.do>



# National Fire Incident Reporting

**Vendor Software: Export?**



# Import Your Data to NFIRS

- ◆ Create your Export file in your software
- ◆ Log on to the internet
- ◆ Save the site to your Favorites



**Website:** <http://www/nfirs.fema.gov/>



# Import Your Data to NFIRS

- ◆ From the NFIRS website, choose Web-based Tools
- ◆ Choose Bulk Import Utility (BIU)
- ◆ Choose Begin BIU Import
  - Enter your user information. Double-check the e-mail validity.
  - Click the boxes to choose “Accept Invalid Incidents” and “Overwrite Existing Incidents”. Select your files.
- ◆ Click Upload Files.
- ◆ Generally, within 24 hours you will receive a confirmation e-mail from [NFIRSbulkimport@dhs.gov](mailto:NFIRSbulkimport@dhs.gov).



# Double-check the Import

- ◆ After completing both steps you can check which reports are received by NFIRS you can check by utilizing the reports available from the NFIRS website ([www.nfirs.fema.gov](http://www.nfirs.fema.gov)). Go to Web-based Tools and choose Summary Output Reports Tool, the second option on the left hand menu, login, and then proceed to the report titled Incident Listing.



# Incident Listing Report

- ◆ When completing the parameters, be sure to change the *Incident Status* and *Release Status* to *All*. Choose **Generate Report**.
- ◆ An e-mail will be sent to let you know when the report is available, generally within 20 minutes unless it is for an extra large date range.





# Comparing & Correcting Data

- ◆ You can now compare the report to your incident listing within the software your department utilizes for reporting.
- ◆ All Invalid incidents are incidents that currently contain an error and need to be corrected.
- ◆ Corrections should be made within your software and then create a new export file that covers the date range of your updated incidents.
- ◆ When completing the import process from the NFIRS website, make sure to check both check boxes, *Overwrite* and *Accept Invalids*, above the Browse area.

# NFIRS Questions?



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